



## How do I export a Report?

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Administrators have the ability to Export Reports via .TXT or .CSV via email directly to their inbox.

CSV exports allow administrators to manipulate reports in Excel, for greater flexibility.

To Export a Report, please see the following steps:

Firstly, login to your [Online Membership Database](#) - If you don't have your login details please contact your State Governing Body or Association.

- Access the Reports Tab

- Build your desired report

- In the Report Output area, select the Email bubble and choose your desired output format e.g. TXT or CSV

A screenshot of a software interface showing the 'Email' export options. At the top, there is a blue radio button next to the word 'Email'. Below it, the text reads 'Email the report in a format suitable to be imported into another product.' Underneath this text, there is a dropdown menu currently set to 'CSV' and an 'Email Address' field containing the text 'test@test.com'. The email address field is highlighted with a yellow background.

- Enter the email address/s you would like to export the report to. Multiple email addresses can be entered, separated by a comma e.g. [test@sportstg.com](mailto:test@sportstg.com), [help@sportstg.com](mailto:help@sportstg.com)

- Select the Run Report button

- Your report will open in a new window informing you the data has been exported via email

# Your Data has been sent

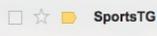
Your data export has been processed and emailed to **@sportstg.com**.

The attached file is a tab-delimited or csv text file that can be opened in most spreadsheet applications (including Microsoft Excel).

The data contains **50** rows.

- Your report will then arrive in your email inbox

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 **SportsTG**      **Data Export** - The data you requested for export is included in the attached file       **1:11 pm**